

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

		RPA # 21-505	C&P Analyst Approval	Date
Employee Name VACANT		Division Administration Services		
Position No / Agency-Unit-Class-Serial 461-220-5142-720		Unit Human Resources – Payroll & Benefits		
Class Title Associate Personnel Analyst		Location Sacramento		
Subject to Conflict of Interest <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		CBID R01	Work Week Group: 2	Pay Differential N/A
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions				
Under the general direction of the Staff Services Manager III, the Associate Personnel Analyst (APA) independently performs the more complex caseload management of Benefits, Family Medical Leave Act/California Family Rights Act, Non-Industrial Disability, State Disability Insurance, Worker's Compensation program, Catastrophic Time Bank and administration for Department of State Hospitals- Sacramento (DSH). Acts as a liaison with DSH Workers Compensation Unit and control agencies such as State Compensation Insurance Fund (SCIF), State Controller's Office (SCO), California Department of Human Resources and California Public Employees Retirement System.				
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary.)			
25%	As the subject matter expert and liaison, administer, maintain and coordinate the Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) for State Hospitals employees in Sacramento; analyzes and interprets laws, rules and regulations pertaining to FMLA/CFRA; provides FMLA information to employees as requested; works with Transactions staff to verify/determine eligibility for FMLA/CFRA; liaison between employee, medical providers and supervisor/managers and provides appropriate formal notice; administer training to management, supervisors and employees. Provides subject matter expertise on issues related to the employee's medical condition; communicate the Department's policies and procedures to physicians and employees.			
25%	Independently interprets civil service laws and rules regarding the more difficult Workers Compensation claims; gathers required documentation, conducts necessary research and analysis to initiate and process personnel transaction documents in accordance with civil service laws, rules, collective bargaining unit contracts departmental policies and SCIF procedures utilizing a variety of computer systems and programs. Tracks and monitors new and existing claims to ensure a timely payment of wages. Researches, analyzes and resolves the more complex payroll problems. Reconstructs and restores employee leave credit usage when approvals are received. Prepare formal memoranda and reports on personnel matters relating to workers compensation cases and presents the materials to DSH officials and management. Works with SCO and			

	DSH Worker's Compensation Unit to resolve payroll related issues. As the subject matter expert and liaison, responds to control agencies, reporting timekeepers, headquarters transactions staff and employees regarding payroll matters relating to the Workers Compensation program.
20%	As the subject matter expert advises employees on State Disability Insurance (SDI), Non-Industrial Disability Insurance (NDI), Workers Compensation (WC), Catastrophic Time Bank (CTB) and other benefit options for DSH employees in Sacramento; analyzes and interprets laws, rules and regulations pertaining to NDI, SDI, CTB, and WC; provides NDI, SDI, CTB AND WC information to employees as requested; liaison between employee, medical providers and supervisor/managers and provides appropriate formal notice. Provides subject matter expertise on issues related to the employee's medical condition; communicates the Department's policies and procedures to physicians and employees.
15%	Develops reports by utilizing the Management Information Retrieval System (MIRS) to illustrate employee data related to current and historical SCO data that includes, but is not limited to, payroll, pay differentials, benefits, retirements, separations, appointments and leave accounting. Utilizes Excel to display data in spreadsheets and pivot charts. Develops new reports and updates monthly reports for distributing to Human Resources Branch staff, Labor Relations, Budget Office, Accounting and other DSH units as needed.
10%	Independently resolves issues and facilitates the Return to Work of employees with medical restrictions. Interacts with, advises and counsels management, supervisors and employees regarding medical personnel action options; communicates verbally and in writing to provide information supporting the resolution of employment issues related to the employee's medical condition; communicate the Department's policies and procedures to physicians and employees.
5%	Performs other related duties as required, including back-up to Position Control, including but not limited to, analyzing proposed personnel actions for appropriateness, reviews and approves RPA's to validate positions are accurate, and process change in established positions as necessary.
Working Conditions	<p>Up to 75% of the essential functions of this position may be performed via telework and/or with flexible scheduling. Consistent with Policy Directive 5338, Telework may be considered with prior approval from management. If approved, incumbent is expected to provide in-office coverage on a rotational basis, and attend a variety of face to face meetings, and/or may travel throughout California as needed, with prior notice.</p> <p>Independence of action and the ability to manage time and multiple priorities is required.</p> <p>Use of technology, including but not limited to Microsoft Office, Microsoft Teams, WebEx, Zoom, and other virtual platforms is required.</p>
Other Information	The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

	<p>Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.</p> <p>I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).</p> <p>_____ Employee's Signature</p> <p>_____ Date</p> <p>I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.</p> <p>_____ Supervisor's Signature</p> <p>_____ Date</p>
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